

Sidemoor First School

Rules for Responsible ICT Use

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

- I will only access the system with my own login and password, which I will keep secret.
- I will not access other people's files.
- I will only use the computers for school work and homework.
- I will not bring in programs or files from outside school unless I have been given permission.
- I will ask permission from a teacher before using the Internet.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send will be polite and responsible.
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission.
- I will not use ICT to send messages that may upset other people
- I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect other pupils and myself.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.
- I will report any accidental access to unpleasant material.

Sidemoor First School Acceptable ICT Use Statement For staff

The computer system is owned by the school and is made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties- the pupils, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any use, including Internet sites visited.

This acceptable use policy should be reviewed yearly and signed by all staff.

- Internet activity should be appropriate to staff professional activity or the pupil's education.
- Internet access for personal use should be limited and conducted in a professional manner.
- Access should only be made via the authorised account and password, which should not be made available to any other person.
- Activity that threatens the integrity of the school ICT systems, or activity that attacks, corrupts other systems, is forbidden.
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Copyright of materials must be respected.
- Posting anonymous messages and forwarding chain letters is forbidden.
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media.
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.
- Images taken of pupils on school or staff cameras should be deleted at the end of the academic year.
- Personal mobile phones should never be used to take photographs of children or to communicate with children / families.
- Any difficulties or concerns regarding internet content or safety should be reported to the School Internet Safety Team.